

Program Direction and Management Support

Program Mission

This activity provides funding for salaries, benefits and overhead expenses for management of the Fossil Energy (FE) program at Headquarters and the National Energy Technology Laboratory (NETL), with sites in Morgantown, WV, Pittsburgh, PA, and Tulsa, OK. The Headquarters staff is responsible for overall direction of the programs that includes implementing DOE policy, communicating guidance consistent with that policy to the FE field offices, establishing program objectives, developing program plans and evaluating alternative program strategies, developing and defending budget requests to the Office of Management and Budget and to Congress, reviewing procurement plans, monitoring work progress, and approving revisions in work plans as required to attain program goals. The NETL performs the day-to-day project management functions of assigned programmatic areas that include monitoring Fossil Energy contracts and National Laboratory activities, developing project budgets, implementing procurement plans, and other program and site support activities necessary to achieve program objectives.

In FY 2003 and FY 2004, all program direction and management support costs associated with the Clean Coal Technology program have been combined with those of Fossil Energy Research and Development under this account.

In addition to combining the FE R&D and Clean Coal Technology appropriations, the majority of increases are the result of pay raises granted in FY 2003. We do not anticipate any reductions-in-force (RIF) for FY 2004, based on this request. Increases in travel are the result of increased airline, hotel and rental car increases. Increases to contract services are the result of normal inflation occurring in the service sector for those items we procure.

Funding Profile

(dollars in thousands)

	FY 2002 Comp. Approp.	FY 2003 Request	FY 2004 Base	FY 2004 Request	FY 2004 Request vs. Base	
					\$ Change	% Change
Headquarters Program Direction						
Salaries and Benefits	\$11,900	\$11,480	\$11,950	\$13,650	\$1,700	14.2%
Travel	538	660	660	770	110	16.7%
Contract Services	6,262	7,680	7,680	8,280	600	7.8%
Subtotal, Headquarters Program Direction	18,700	19,820	20,290	22,700	2,410	12.2%
Field Program Direction						
Salaries and Benefits	33,498	34,305	35,710	37,464	1,754	4.9%
Travel	1,520	1,434	1,434	1,450	16	1.1%
Contract Services	32,282	29,141	30,738	31,171	433	1.4%
Subtotal, Field Program Direction	67,300	64,880	67,882	70,085	2,203	3.4%

	FY 2002 Comp. Approp.	FY 2003 Request	FY 2004 Base	FY 2004 Request	FY 2004 Request vs. Base	
					\$ Change	% Change
Total, Program Direction and Management Support ^{c/}	\$86,000	\$84,700	\$88,172	\$92,785	\$4,613	5.2%
Additional net budget authority to cover the cost of fully accruing retirement (non-add)	(4,373)	(4,850)	(4,902)	(5,064)	(162)	(3.3%)

c/ If CCT program direction were included in FY 2002 the total would be \$104,373,000.

Funding by Site

(dollars in thousands)					
	FY 2002	FY 2003	FY 2004	\$Change	%Change
National Energy Technology Laboratory	67,300	64,880	70,085	5,205	8.0%
All Other	18,700	19,820	22,700	2,880	14.5%
Total, Program Direction and Management Support	\$86,000	\$84,700	\$92,785	\$8,085	9.5%

Detailed Program Justification

(dollars in thousands)			
	FY 2002	FY 2003	FY 2004
Headquarters Program Direction	18,700	19,820	22,700
Salaries and Benefits	11,900	11,480	13,650

Provide funds for 127 FTE's (includes 17 FTE's transferred from the CCT account) at Headquarters. This staff implements and communicates policy to the NETL's and other field offices, sets program objectives, develops program plans and evaluates alternative strategies; develops and defends budget requests; approves procurement plans; and monitors work progress.

FY 2003 funding provided funds for 127 FTE's (includes 17 FTE's transferred from the CCT account) at Headquarters. FY 2002 funding provided funds for 110 FTE's (Fossil Energy R&D only) at Headquarters. Salaries and benefits for the CCT staff were provided under the CCT account in FY 2002. This staff implements and communicates policy to the NETL's and other field offices, sets program objectives, develops program plans and evaluates alternative strategies; develops and defends budget requests; approves procurement plans; and monitors work progress.

Travel	538	660	770
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Provide funds for travel in support of the activities stated above. Both domestic and international travel are conducted.

FY 2003 funding provided for travel in support of the activities stated above. FY 2002 funding provided for Fossil Energy R&D Headquarters staff only; at that time Clean Coal Technology

travel was funded under the CCT account. Both domestic and international travel were conducted.

(dollars in thousands)			
	FY 2002	FY 2003	FY 2004
Contract Services	6,262	7,680	8,280
■ Technical and Management Support Services ... Provide for contractual services that are generic to the entire FE program. Included are items such as computer services, technical and management support services. FY 2003 funding provided for contractual services that are generic to the entire FE program. FY 2002 funding provided for Fossil Energy R&D Headquarters contract services only, at that time Clean Coal Technology contract services were funded under the CCT account. Included are items such as computer services, technical and management support services.	1,845	3,180	3,780
■ Computer Systems and Support	800	1,000	1,000
Provide for the operation, maintenance and upgrading of FE headquarters-wide network and desktop workstation computer systems and televideo units. FY 2003 and FY 2002 funding provided for the operation, maintenance and upgrading of FE headquarters-wide network and desktop workstation computer systems and televideo units.			
■ Working Capital Fund	3,617	3,500	3,500
Provides funding for the Departments working capital fund. In FY 2003 and FY 2002, provided funding for the Department's working capital fund.			
■ Small Business and Innovative Research (SBIR) .	0	0	0
Fund SBIR in the amount of \$8,129,000 from prior year and/or various R&D program funds within the Fossil Energy R&D account. FY 2003 and FY 2002 funded SBIR in the amount of \$7,512,000 and \$11,561,000, respectively, using prior year and/or various R&D program funds with the Fossil Energy R&D account.			
■ Small Business Technology Transfer (STTR)	0	0	0
Fund STTR in the amount of \$603,000 from prior year and/or various R&D program funds within the Fossil Energy R&D account. FY 2003 and FY 2002 funded STTR in the amount of \$497,000 and \$695,000, respectively, using prior year and/or various R&D program funds with the Fossil Energy R&D account.			
Field Program Direction	67,300	64,880	70,085
Salaries and Benefits	33,498	34,305	37,464

Provide funds for NETL staff of 348 FTEs (includes 49 FTE’s transferred from the CCT account). Activities of the staff include project management, product development, contract management, and other service activities related to program and site support. It is anticipated that 20 FTEs of the 348 FTEs will be paid via reimbursable agreements, therefore, salaries and benefits associated with these FTEs are not included in the budget estimate.

FY 2003 funding provided for NETL staff of 330 FTEs (includes 49 FTE’s transferred from the CCT account). FY 2002 funding provided for NETL staff of 339 FTEs (does not include 49 FTE’s funded in CCT account) . Activities of the staff include project management, product development, contract management, and other service activities related to program and site support. Nine of the FTEs in both years were paid via reimbursable agreements, therefore, salaries and benefits associated with these FTEs are not included in the budget estimate.

	(dollars in thousands)		
	FY 2002	FY 2003	FY 2004
Travel	1,520	1,434	1,450
Provide funds for travel in support of the above activities in the attainment of program goals, both on the domestic front and abroad.			
FY 2003 funding provided for travel in support of the activities stated above. FY 2002 funding provided for Fossil Energy R&D field; at that time Clean Coal Technology travel was funded under the CCT account. Both domestic and international travel were conducted.			
Contract Services	32,282	29,141	31,171
Provide funding for facility operations, maintenance, finance, information automation, administrative, management and technical support.			
FY 2003 and FY 2002 funding provided for facility operations, maintenance, finance, information automation, administrative, management and technical support. In FY 2002, those activities related to the Clean Coal Technology program were funded under the CCT account.			
Total, Program Direction and Management Support	86,000	84,700	92,785

Explanation of Funding Changes

FY 2004 vs. FY 2003 (\$000)

Headquarters Program Direction

■ Mandatory pay increase	2,170
■ Increase in Travel	110
■ Increase in Contract Services	600

Field Program Direction

■ Mandatory pay increase	3,159
■ Increase in Travel	16
■ Increase in Contract Services	2,030

Total Funding Change	8,085
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